

## NDUS: Creating a Run Control for Running Processes/Reports

A Run Control is a database record that provides values for parameters to run reports or processes. The Run Control ID is saved after it is created, and can be used again, or modified as needed the next time the same process/report is run. The next time the report/process is run with that same Run Control ID, the same parameters will be in place unless the user wants to change them.

Run controls are stored by User ID, therefore each time a process is run with the Find An Existing Value option, the list of run controls that exist for the User ID will appear. If an Add a New Value is selected, then a new run control will need to be created before the process/report can be run.

Run Control IDs can apply to several related reports. For example, suppose that all of the reports that are run at the end of a month require the same parameters: business unit, department, and from and to dates. A single Run Control ID that provides values for these parameters can be created and used for every report. Conversely, several Run Control IDs can be created for the same report to manage different situations. For example, one Run Control ID can be created that sets the parameters for a quarterly report and another Run Control ID can be created that sets them for a year-to-date version of the same report. Each time that the report is run, the appropriate Run Control ID is selected. This way, several variations of the same report can be created without changing the parameters every time.

### Running one or more reports using the same Run Control ID

The Run Control parameters are not actually used until the submitted process begins processing. If the parameters on the Run Control ID are updated and another process is submitted prior to the first process completing successfully, the user will have two reports with the same data.

If additional reports are needed with different parameters, two options are available.

- 1) Wait until the current process is a Success before changing the parameters on the current Run Control ID. If this is not done, the second set of parameters will be used for both reports.
- 2) Create a new Run Control ID with the different parameters.

### **Procedure**

Each report or process has a different navigation as well as different parameters to complete after the Run Control ID is created. This is an example of one Run Control ID.

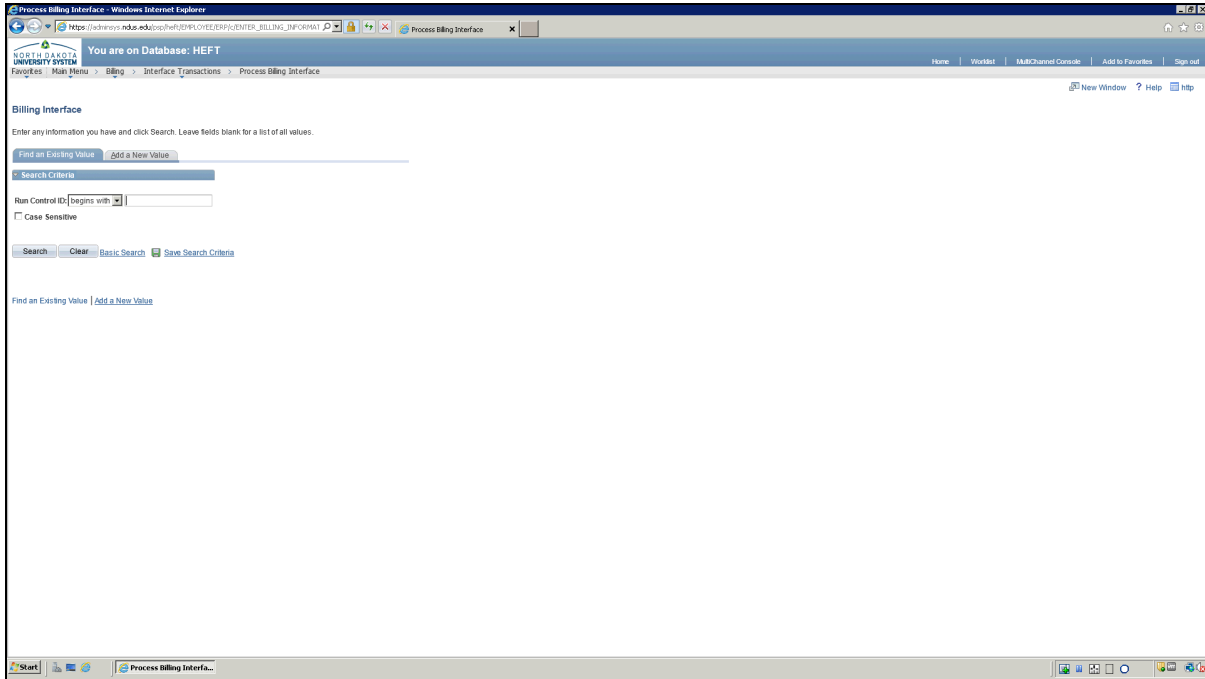
Navigation: Billing > Interface Transactions > Process Billing Interface


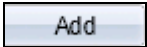
When a process/report is selected, two options will be available; adding a new run control or selecting an existing run control.

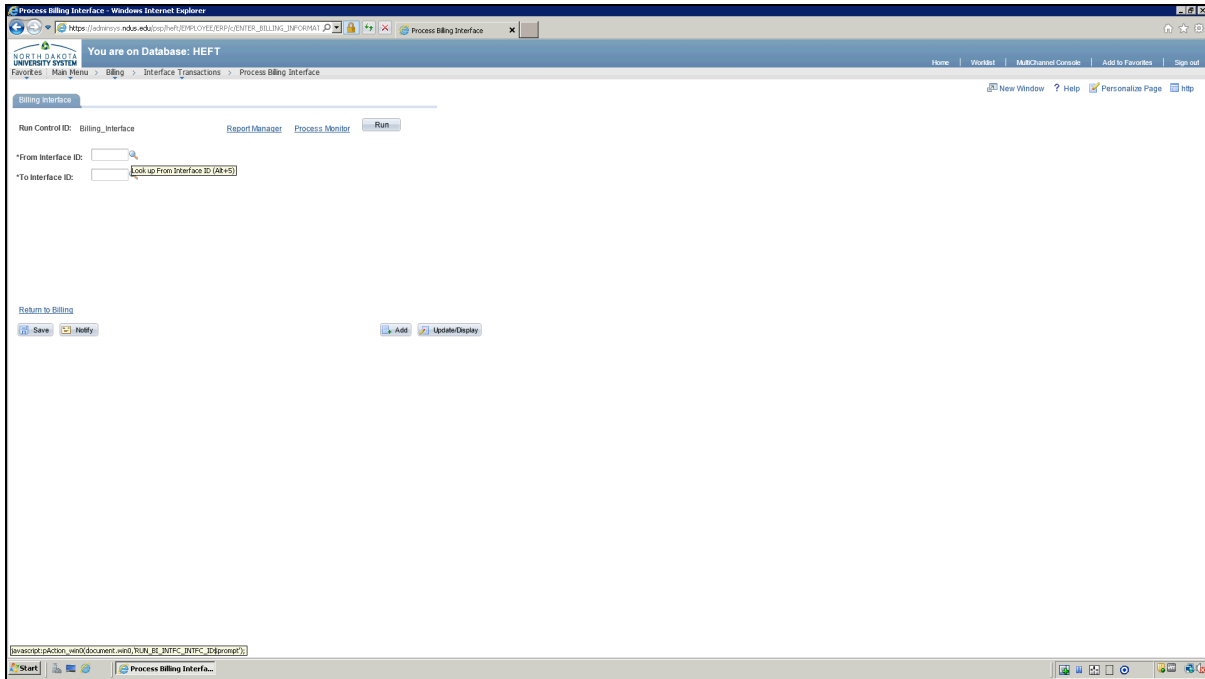
For a new run control, select the “Add a New Value” tab and enter a name in the Run Control ID field and click “Add”. This opens the page where the process parameters are defined. The criteria must be specified for the system to know what to process.


Existing run controls can also be used. Select the “Find an Existing Value” page. Click **Search** and select the Run Control from the list provided.

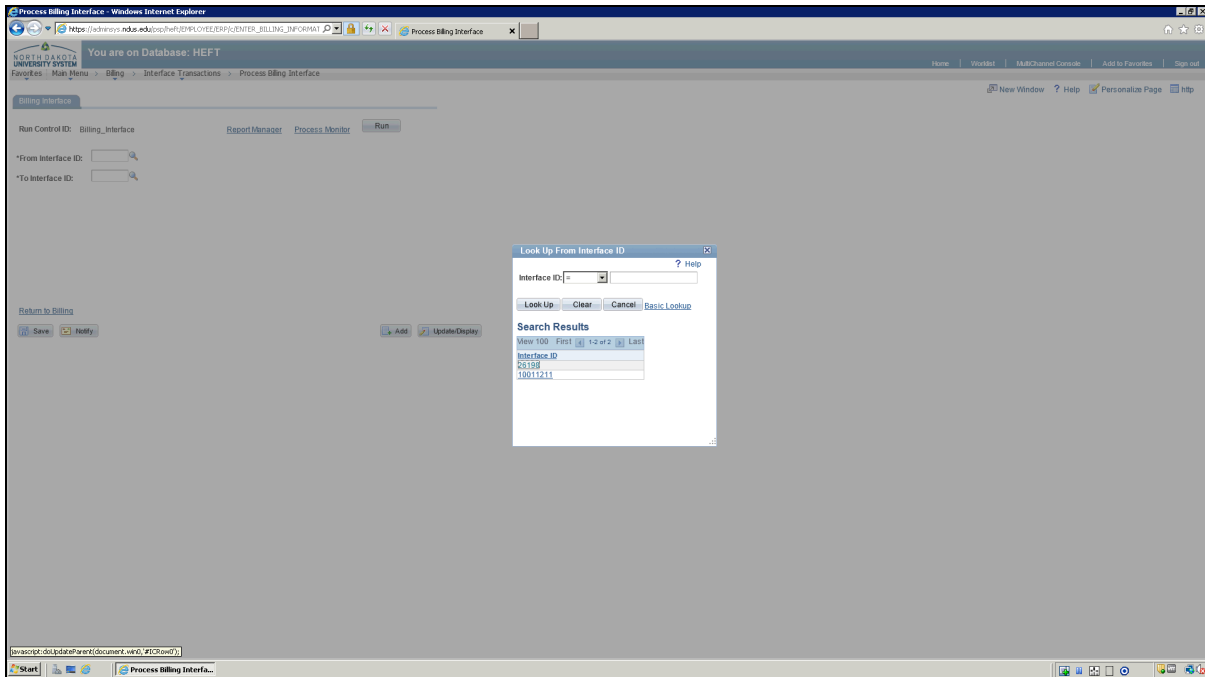
This example is using an existing Run Control ID. The end user's screen may be different depending upon the report/process.



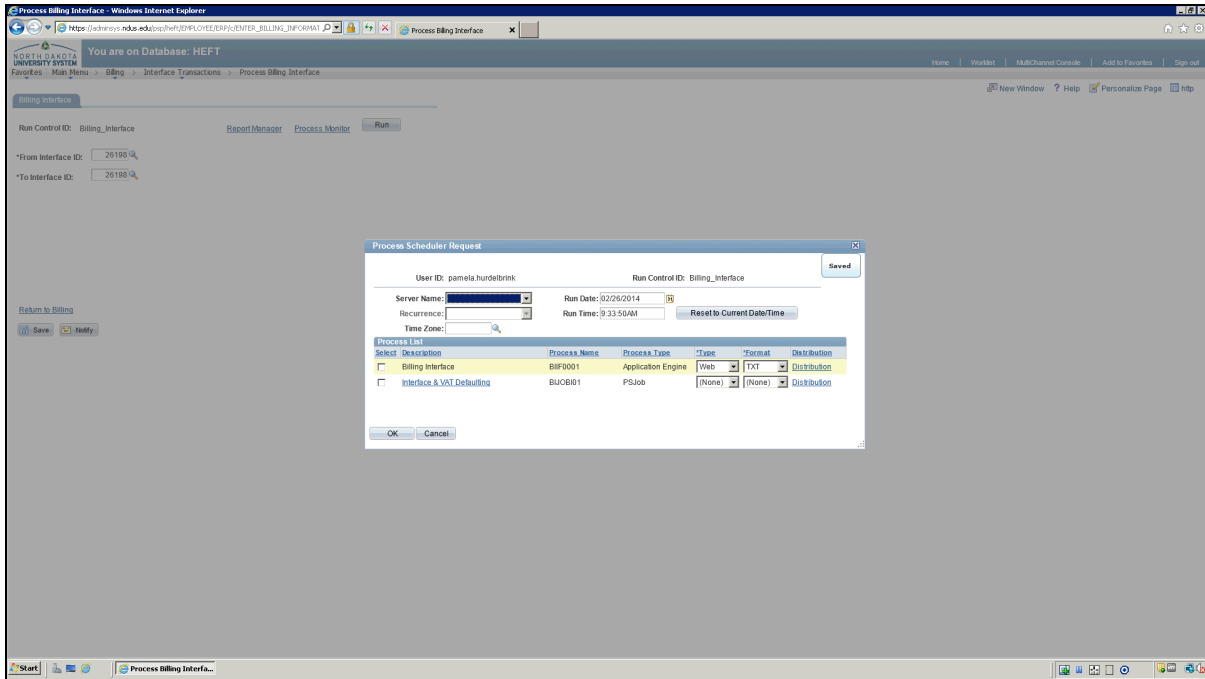
Step	Action
1.	Enter the desired information into the <b>Run Control ID</b> field. Enter a valid value e.g. " <b>Billing Interface</b> ". Do not use any special characters except for the underline or dash and do not leave any spaces in the <b>Run Control ID</b> .
2.	Click the <b>Add a New Value</b> tab. 
3.	Click the <b>Add</b> button. 





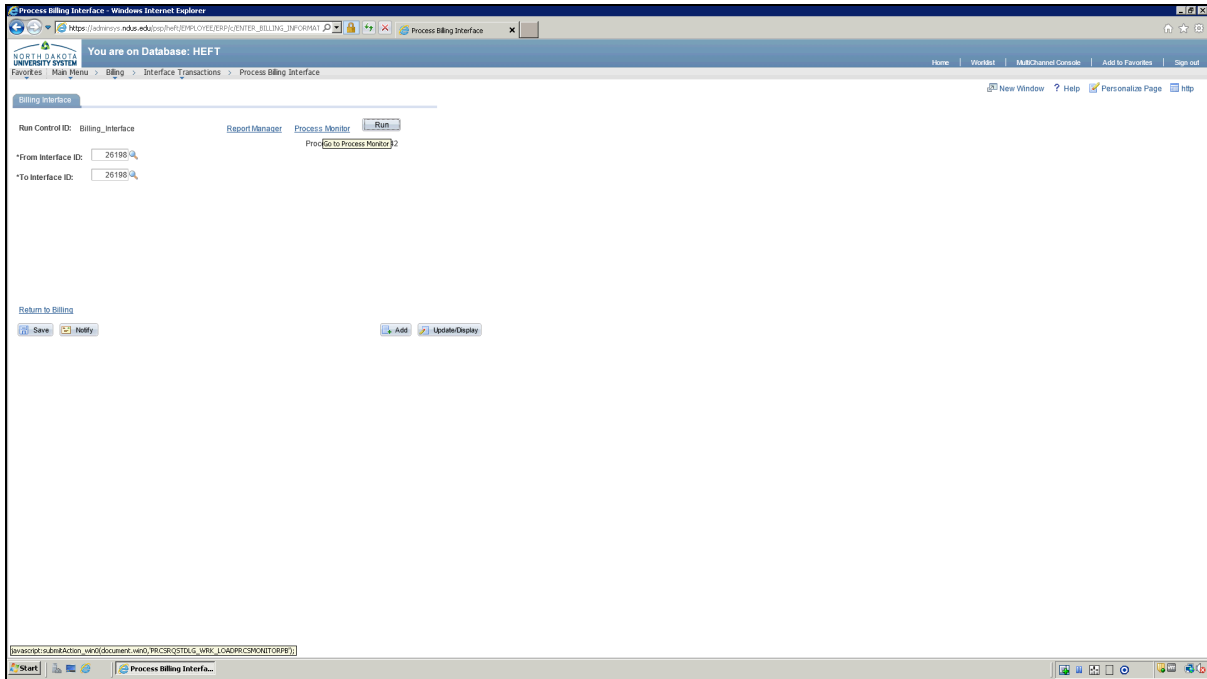
Step	Action
4.	Click the <b>Look up From Interface ID (Alt+5)</b> button. The run control for each process/report has different parameters. Select the desired parameters by entering in the data or using the look up to select the information. 



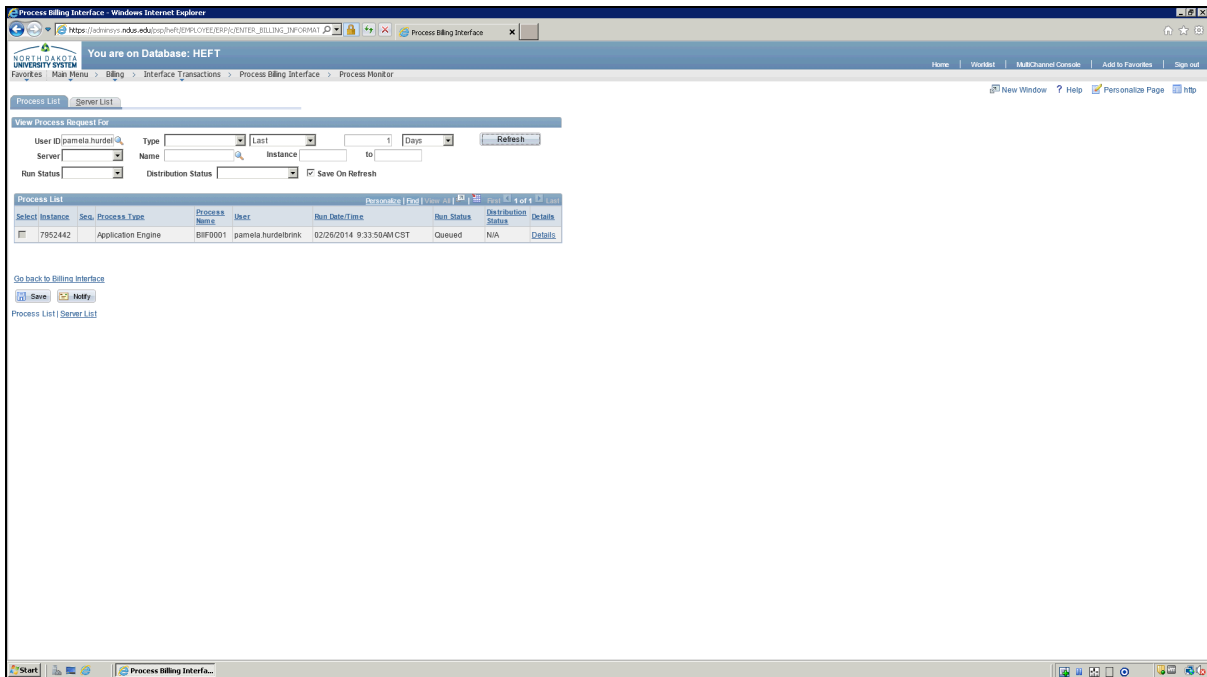
Step	Action
5.	For example, Click the <b>26198</b> link. <input type="text" value="26198"/>
6.	Click the <b>Run</b> button to bring up the Process Scheduler Request page. <input type="button" value="Run"/>



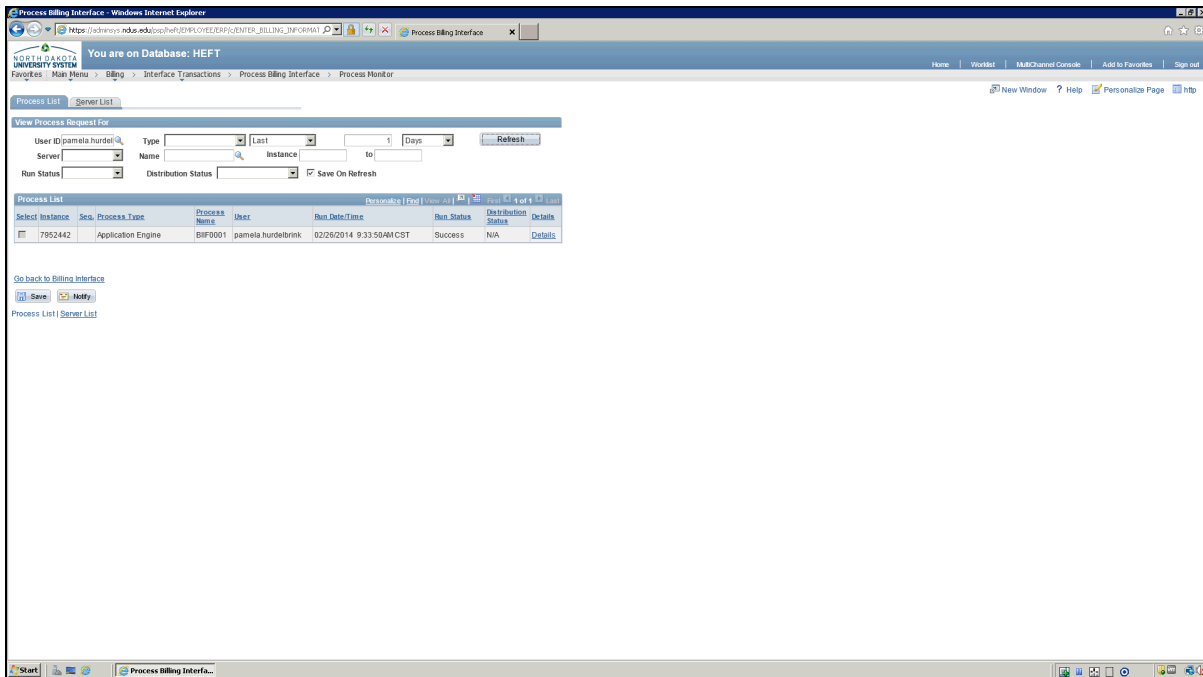
Step	Action
7.	<p>The Process Scheduler Request page shows the options available for the process/report request.</p> <p><b>Server Name:</b> Not used by NDUS.</p> <p><b>Recurrence:</b> The recurring time intervals for a process/report request to run, if it is determined that the process/report will be run on scheduled days/times.</p> <p><b>Time Zone:</b> The time zone in which the process will run. For instance, the user could be in Eastern Standard Time (EST) and schedule a process to run in PST (Pacific Standard Time).</p> <p><b>Run Date:</b> The date on which the process is to run.</p> <p><b>Run Time:</b> The time at which the process is to run.</p> <p><b>Reset to Current Date/Time:</b> Sets the Run Date and Run Time to the current date and time.</p> <p><b>Select:</b> Select the desired process.</p> <p><b>Description:</b> This helps to uniquely identify a process/report/job. The user should be familiar enough with the processes to identify them by this description. Jobs are listed as links. Click on the link to display the individual processes and jobs associated with the selected job.</p> <p><b>Process Name:</b> The name of the process.</p> <p><b>Process Type:</b> The type of process/report, such as Application Engine, PSJOB, SQR Report or Crystal.</p> <p><b>Type:</b> The destination type for this job or process. The destination type entered for individual processes or jobs attached to a job will overwrite the destination type entered for the parent job.</p> <p><b>File:</b> This enables the output to be written to a file that appears in the Output Destination.</p> <p><b>Printer:</b> This value sends the output to a default printer defined for a workstation or a server. A custom printer location can be identified if the user has the appropriate security access.</p> <p><b>Email:</b> If the report is to be distributed, or sent to a particular email list, enter the appropriate distribution information or email address in the Distribution Detail page by clicking on the Distribute To icon. This option is available for SQR, nVision, and Crystal. See Distribution Icon information below.</p> <p><b>Web:</b> Sends all output of the process to the report repository, including log and trace files.</p> <p><b>Format:</b> The format of the report is specified by the format list. Just as there are a few options for Type, there are options regarding the Output Format. There is a variety of possible output types depending on the Process Type selected. The default output format for Crystal, SQR, and nVision is HTML. The format entered for individual processes or jobs attached to a job will overwrite the format entered for the parent job.</p> <p><b>Distribution Icon:</b> This displays the Distribution Detail page that allows additional distribution information to be entered when the output destination type selected is Web or Email.</p> <p>Click the <b>Select</b> option for the desired process/report/job.</p> 
8.	<p>Click the <b>OK</b> button.</p> <p>After clicking the “<b>OK</b>” button on the Process Scheduler request, the user will be returned to the application page.</p> 



Step	Action
9.	Click the <b>Process Monitor</b> link.  Note: Selecting the <b>Run</b> button will submit the run control for processing again. <a href="#">Process Monitor</a>



Step	Action
10.	<p>Click the <b>Refresh</b> button to update this page with the latest system activity. If the <b>Run Status</b> says Initiated or Processing, the process/report is still running. When it says Success, the system has finished running the report/process.</p> <p>Depending on how much data the system is retrieving, and depending on the system's current processing load, the process/report/job might take only a few moments or considerably longer to run. The Process Monitor displays the processes that are queued to run as well as completed processes for the user. Use the <b>Server, Type, Run Status, Last</b>, and <b>Instance</b> list boxes to limit the processes that Process Monitor displays.</p> <p>The <b>Status</b> can be:</p> <ul style="list-style-type: none"> <li>• <input type="checkbox"/> Queued – Process is waiting to run.</li> <li>• <input type="checkbox"/> Initiated – Process has begun.</li> <li>• <input type="checkbox"/> Processing – Process steps are being executed.</li> <li>• <input type="checkbox"/> Error – A problem with the process before it has started was detected.</li> <li>• <input type="checkbox"/> Unsuccessful – A problem with the process occurred while the process was running.</li> <li>• <input type="checkbox"/> Successful – The process is complete with no processing errors.</li> </ul> <p>Depending upon the process/report process that is run, the user may need to click on the <b>Details</b> link or the <b>Process Type</b> to view the output.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Refresh</div>



Step	Action
11.	<b>End of Procedure.</b>

